MICHIGAN LOTTERY
INSTANT TICKET TRACKING METHODS

A retailer is responsible for the safe keeping of all inventory they have on hand. This includes not only active and settled inventory, but confirmed inventory as well.

In situations where confirmed inventory is lost, stolen or not returned timely by retailers, the retailer will be charged for the books and held responsible for payment.

DETAILED INVENTORY TRACKING LOG
1. Once an order has been received, IMMEDIATELY compare the ticket delivery form with the instant ticket books that were received. Make sure all game and book numbers listed on the ticket delivery form match the books received, and then **Confirm** it.
    i. If the books received are incorrect, IMMEDIATELY contact the Instant Ticket Department Lottery at 1-800-592-4040 extension 2.
2. Each time an order is confirmed, enter in the information on the "Detailed Inventory Tracking Log" – see highlights.

Date Received	Game Number	Book Number	Game Name	Ticket Value	Value	Date Confirmed	Date Activated	Date Settled	Date Last Ticket Sold	Most Common method of book settlement
12/2/05	321	9876	Summer Fun	$1.00	$250.00	12/2/05	12/3/05	12/6/05	12/6/05	VAL

3. Once a book is activated, write the date down on the tracking sheet.
4. Once the book has settled (refer to your invoice on Tuesdays), record the date of settlement
    Common methods of book settlement:
    i. **Manual** – You choose to **settle** your book on your terminal.
    ii. **Validation** – When 90% of the winners in that book that are $25 or less get cashed in by your customers.
    iii. **Time** – 45 days after you **activate** that book.
    iv. **Force** – When a game is no longer available to order, and the Lottery has offered to return any confirmed books that have you have left in your inventory but you chose to keep them, the book(s) will be **settled** to your account.

DAILY INVENTORY SHEET PER EMPLOYEE SHIFT
1. At the beginning of each shift, have the employee write down the beginning ticket number next to the game and book number for each opened book located in the store.

2. At the end of each shift, have the employee write down the ending ticket number next to the game and book number for each opened book located in the store.

Game	Book	Game Name	Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday		Monday	
			Beg.	End	Beg.	End	Beg.	End	Beg.	End	Beg.	End	Beg.	End	Beg.	End
989	98989	Example														

These forms are available on the Michigan State Lottery Website: www.michigan.gov/lottery

BENEFITS of keeping track of your instant ticket inventory:
1. An easy tracking system that allows you to see what books have not been paid for.
2. If instant tickets are stolen from your location, in order to be considered for reimbursement you must be able to provide exact game, book and ticket information.